

TOWN OF SPENCER**PERSONNEL BOARD****JOB DESCRIPTION**

Department: Assessing

Position: Principal Assessor

Grade: S-11

Supervision:

The position falls under the general supervision of the Town Administrator and operates within the general policy guidance of the Board of Assessors.

Primary Purpose:

Department Head position, responsible for administrative, technical and supervisory work related to the valuation and re-evaluation of all residential, industrial and commercial real estate and personal property within the Town in accordance with state and local regulations and directives of the Department of Revenue (DOR); for providing related financial information, analysis and consultation to the Town's finance team; management of the Assessing Department, including staff oversight, direction, and evaluation, and providing of staff support to Board of Assessors.

Essential Duties and Responsibilities:

The essential duties of functions listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examine deeds, maps, building plans and permits, personal records and market data to locate all taxable property and obtain additional valuation data.

Oversee the maintenance, creation and revisions of the Assessors maps and preparation of statutory abutters lists drawn from the same.

Prepare comparative cost and sales studies. Inspect additions, alterations to and demolitions of residential, commercial, industrial and personal property for the municipality to establish taxable values according to market data, replacement cost, and/or capitalization of income approach (whichever is applicable).

Inspect the location of new businesses to determine the values of taxable personal property, such as farm machinery, office machinery, and equipment.

Compile data and prepare information for the annual classification meeting with the Board of Assessors and the SelectBoard and supervise and participate in the preparation of tax rate documentation for state certification.

Supervise the commitment of real estate, personal property, motor vehicle excise and special assessment tax bills to the Tax Collector.

Disseminate information to property owners and others regarding the Town's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions including in person, on the telephone, and in writing.

Administer various programs and provisions for abatements and exemptions of property tax, such as those for the elderly, veterans and so-called "Chapter Lands", by disseminating information on, receiving applications for and investigating the same. Recommend action to the Board of Assessors on abatement and exemption applications. Prepares for and represents the Board of Assessors at hearings before the Appellate Tax Board and District and Superior Courts.

Conduct inspections and re-inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property periodically recommending to the Board of Assessors revisions to valuations. Assume principal responsibility for supervision of revaluing property every three years, conducting interim valuations, and maintaining conformance with cyclical inspections and other statutory requirements.

Convene, develop and prepare meeting agendas, recommendations, minutes, communications, and the like for the Board of Assessors. Keep the Board informed of changes in real property values, revised assessments, tax abatements, complaints, special requests, reports and priorities.

Supervise the general management and administration of the Assessing Department. Direct and coordinate efforts with staff. Develop and implement training program for employees. Prepare and administer department budgetary requests including the recommended amounts of overlay set-asides needed for each fiscal year and past fiscal years retention including the recommended amount of overlay surplus. Purchase equipment and supplies. Supervise the maintenance of department records.

Analyze real estate market conditions and events to determine trends and changes in the market. Collect data from the Planning Board, Building Inspector, Conservation Commission and other boards/officials whose actions may reflect a change in value. Attend professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.

Supervisory Responsibilities:

Has general direction of professional and clerical staff as provided for by budget or assigned by the Town Administrator

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public administration, business, finance, or a related field, and five years of experience in real estate valuations, preferably in local government, including some in a supervisory role; or an equivalent combination of education and experience.

Certifications of Massachusetts Accredited Assessor (MAA) and either Certified Assessment Evaluation (CAE) or Certified Massachusetts Assessor (CMA) preferred upon appointment. (Must obtain same within two years of appointment.)

Valid State Drivers License and reliable transportation required.

Knowledge, Skills, and Abilities:

Thorough working knowledge of real estate styles, materials and methods of construction, construction costs, principles, methods and techniques of property appraisal, including computerized appraisal systems is required as well as an extensive knowledge of laws, rules and regulations regarding municipal finance, property assessment in the public sector and their application. Working knowledge of office computer systems is required with knowledge of GIS systems a plus.

Requires skill in planning, financial management, organization, supervision and leadership and solid written and oral communication and public presentation skills. Skill in using GIS software a plus.

Ability to establish goals and objectives for the department while recognizing Town-wide priorities and work cooperatively to support their accomplishment. Must have ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations. Ability to communicate effectively both orally and in writing; to establish positive public relations for the Town, department and/or division; and to interact effectively with a wide variety of people.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Some physical exertion, required walking, standing and climbing through and around structures and maneuvering over terrain in the process of appraising property. Regularly uses a variety of office equipment including calculators, telephone, fax machine, computer keyboards requiring eye-hand coordination and finger dexterity. Must be able to read and routine and complex documents and view a computer monitor. Ability to move or carry job related objects or materials weighing up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Involves regular field visits for inspections and data collection. Subject to inclement weather conditions and hazards associated with construction sites while conducting the same. Involves travel to meetings and other communities. May involve attendance at evening meetings.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change.